

BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 20 – 21, 2003

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 20 – 21, 2003

INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY

SUBJECT

A request by Boise State University for new positions.

BACKGROUND

Items submitted for review and approval according to Board Policy.

DISCUSSION

Boise State University is requesting a total of three new positions (3.0 FTE). One position will be funded by appropriated funds and two positions will be funded by local funds.

IMPACT

Once approved, the new positions can be processed and established on the State's Employee Information System.

STAFF COMMENTS

The requests have been reviewed and are consistent with Board policy.

BOARD ACTION

A motion to approve the request by Boise State University for three new positions as detailed in their Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes ____ No ____

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 20 – 21, 2003**

**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY**

**NEW POSITIONS
OTHER**

Position Title	Teacher
Type of Position	Professional Staff
FTE	1.0
Term of Appointment	9 month
Effective Date	January 1, 2003
Salary Range:	\$11,500
Funding Source	Local Funds
Area/Department of Assignment	Children's Center
Duties and Responsibilities	Assists the lead teacher in supervision, planning and documenting of children's activities.
Justification for the Position	Construction on the expansion of the Children's Center for the infant/toddler program is underway. Positions will staff the new classrooms when they are open.

Position Title	Lead Teacher
Type of Position	Professional Staff
FTE:	1.0
Term of Appointment	9 month
Effective Date	January 1, 2003
Salary Range	\$15,000
Funding Source	Local Funds
Area/Department of Assignment	Children's Center
Duties and Responsibilities	Lead teacher with primary responsibility for supervision, planning and documenting of children's activities.
Justification for the Position	Construction on the expansion of the Children's Center for the infant/toddler program is underway. Positions will staff the new classrooms when they are open.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
BOISE STATE UNIVERSITY continued**

Position Title	Transcript Evaluator, Senior
Type of Position	Classified Staff
FTE	1.0
Term of Appointment	12 month
Effective Date	February 1, 2003
Salary Range	\$23,982
Funding Source	Appropriated Funds
Area/Department of Assignment	Registrar
Duties and Responsibilities	Evaluates transcripts for transfer students as well as assists with the NCAA processes.
Justification for position	These duties have been performed by temporary employees. Reallocating of funds from irregular salaries to regular salaries to create this new position will allow for continuity and fulfill the long-term needs of this department.

BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 20 – 21, 2003

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY

SUBJECT

A request by Idaho State University for new and deleted positions.

BACKGROUND

Items submitted for review and approval according to Board Policy.

DISCUSSION

Idaho State University is requesting three new positions (2.50 FTE). Two positions will be funded by appropriated funds (2.0 FTE) and one position will be funded by grant funds (.50 FTE).

ISU also requests approval to delete one graphic design specialist position (1.0 FTE).

IMPACT

Once approved, the position changes can be processed and established on the State's Employee Information System.

STAFF COMMENTS

The requests have been reviewed and are consistent with Board policy.

BOARD ACTION

A motion to approve the request by Idaho State University for three new positions and deletion of one position as detailed in their Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes ____ No ____

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY**

**NEW POSITIONS
ACADEMIC**

Position Title	Senior Lecturer
Type of Position	Faculty
FTE	1.0
Term of Appointment	9 month
Effective Date	January 27, 2003
Salary Range	\$82,000.00
Funding Source	State Funds
Area/Department of Assignment	Engineering and Geosciences
Duties and Responsibilities	Teach jointly in Engineering and Geosciences. Direct new Engineering Geology/Rock Mechanics emphasis areas in civil engineering and geology.
Justification for the Position	To provide additional faculty support to assist with the new mission of the INEEL, as one of the two nuclear energy laboratories in the nation.

OTHER

Position Title	Web Media Developer
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 27, 2003
Salary Range	\$32,000.00
Funding Source	State Funds
Area/Department of Assignment	Media/Distance Learning Center
Duties and Responsibilities	Provide support for faculty and staff web development and training, print and web-based publications, both of which require graphic design skills and information technology skills.
Justification for the Position	This position will provide technical support for faculty development and the ISU homepage. (See deleted position, Graphic Design Specialist, page 8).

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 20 – 21, 2003**

**INSTITUTION/AGENCY AGENDA
IDAHO STATE UNIVERSITY continued**

Position Title	Administrative Assistant
Type of Position	Classified
FTE	.50
Term of Appointment	12 month
Effective Date	January 27, 2003
Salary Range	\$11,054.79
Funding Source	Grant Funds
Area/Department of Assignment	Education
Duties and Responsibilities	Provide support for the Assistant Dean in the preparation of assessment reports, development and maintenance of unit assessment databases and program records systems, and in the collection of assessment information through coordination of follow-up surveys to program graduates and their employers.
Justification for the Position	To provide clerical support in the development of teacher preparation assessment system databases.

**DELETED POSITION
OTHER**

Position Title	Graphic Design Specialist (PCN 3680)
Type of Position	Classified
FTE	1.0 FTE
Term of Appointment	12 month
Salary	\$26,956.80
Funding Source	State Funds
Area/Department of Assignment	Media/Distance Learning Center (See New Position, Web Media Developer, page 7).

BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 20 – 21, 2003

INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO

SUBJECT

A request by the University for new positions.

BACKGROUND

Items submitted for review and approval according to Board Policy.

DISCUSSION

University of Idaho is requesting three new positions (3.0 FTE). Two positions (2.0 FTE) will be funded entirely by appropriated funds. The third position (1.0 FTE) will be funded by a combination of appropriated and nonappropriated funds.

IMPACT

Once approved, the new positions can be processed and established on the State's Employee Information System.

STAFF COMMENTS

The requests have been reviewed and are consistent with Board policy.

BOARD ACTION

A motion to approve the request by the University of Idaho for three new positions as detailed in their Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes ____ No ____

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 20 – 21, 2003**

**INSTITUTION / AGENCY AGENDA
UNIVERSITY OF IDAHO**

**NEW POSITIONS
ACADEMIC**

Position Title	Assistant Professor
Type of Position	Faculty
FTE	1.0
Term of Appointment	12 months
Effective Date	February 1, 2003
Salary Range	\$36,004.80
Funding Source	Appropriated and non-appropriated funds
Area/Department of Assignment:	Cooperative Extension System District IV
Duties and Responsibilities	Responsible for providing all aspects of extension services to Teton County
Justification for the Position	Identified as priority position

Position Title	Assistant Professor
Type of Position	Faculty
FTE	1.0
Term of Appointment	12 months
Effective Date	March 1, 2003
Salary Range	\$58,500.00
Funding Source	Appropriated funds
Area/Department of Assignment	Animal and Veterinary Science
Duties and Responsibilities	Responsible for providing support for state extension and all aspects of management within the dairy science industry
Justification for the Position	Identified as priority position

Position Title	Assistant Professor
Type of Position	Faculty
FTE	1.0
Term of Appointment	12 months
Effective Date	March 1, 2003
Salary Range	\$62,004.80
Funding Source	Appropriated funds
Area/Department of Assignment	Agricultural Economics and Rural Sociology
Duties and Responsibilities	Responsible for providing expertise in the area of natural resource economics
Justification for the Position	Identified as priority position

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 20 – 21, 2003

INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE

SUBJECT

A request by Lewis-Clark State College for a change in position.

BACKGROUND

Item submitted for review and approval according to Board Policy.

DISCUSSION

Lewis-Clark State College requests approval to change the title and increase FTE (from .8 to 1.0) for an Administrative Assistant position.

IMPACT

Once approved, the position change can be processed and established on the State's Employee Information System.

STAFF COMMENTS

The request has been reviewed and is consistent with Board policy.

BOARD ACTION

A motion to approve the request by Lewis-Clark State College for a change in position as detailed in their Human Resources agenda.

Moved by _____ Seconded by _____ Carried Yes ____ No ____

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**BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 20 – 21, 2003**

**INSTITUTION / AGENCY AGENDA
LEWIS-CLARK STATE COLLEGE**

**CHANGE IN POSITIONS
OTHER**

Position Title	Administrative Assistant I (Change from Manager, Athletics Information)
Type of Position	Classified (Change from Exempt)
FTE:	1.0 (Change from .80)
Term of Appointment:	12 months
Effective Date	01/06/03
Salary Range	\$10.51 hour
Funding Source	State and local funds
Area/Department of Assignment	Athletics
Duties and Responsibilities	General office administration and support for Director of Auxiliary Services
Justification for Position	Manager, Athletic Information position not to be filled. The PCN (1112) will be used instead for this new Administrative Assistant I position which is needed in the Athletics Office to help with office support for the Director of Auxiliary Services.

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